

CJIS Board Meeting

July 15, 2008 – 3:00 PM- 4:00 PM

Chief Justice's Office ~ 1st Floor, Supreme Court

Attendees:

Tom Trenbeath, Chief Justice VandeWalle, Lisa Feldner, Pam Schafer, Chuck Placek, Nancy Walz, Sue Davenport, Gordon Christensen

- Approve minutes
 - **Tom moves to approve. Chief seconds. Minutes approved.**
- Status Report
 - Portal 2.0 - In development stage; on schedule.
 - LERMS Integration with CJIS Portal – Go live past week
 - Bismarck PD – no change in status
 - LERMS Cruiser – 4 more counties by the end of August
 - SAVIN – Project plan is being reviewed by Large Project Oversight and working on the contract with Appriss, Inc.
 - Prosecution and Disposition Integration – Gordon presented a paper on this.
 - Disposition study
 - Gordon went over the handout
 - Recommendation is further study detailing the types of errors received to be used as guidance for system or process improvements
 - Which entities are making which errors? Separate by county then by type of error
 - AG's staff keys everything when they get these reports in. They will be the ones keeping track. It will take some of their time but this is a necessary step.
 - The reporting form is uniform for each agency though there are 2 variations of the form.
 - Burleigh and Cass are not submitting dispositions in Justware. Gordon will investigate reasons on why they are not. The Chief stated the bulk must come from these 2 counties. Chuck asked Gordon if we would be able to get to the point of using the original keying of information. Gordon said there is not really keying in the counties are not keying. They fill out forms and send it in. keying happens for their case management system. Each time it is keyed, there is another chance for errors. Gordon thought it would be great to have an application to handle this. This might be an option down the road. The BCI keys everything when it gets the information. Some arrest card numbers are missing

because Justware allows it to follow through without those numbers.

- Chief, we need to decide who is going to handle this
 - Tom, we need to standardize this
 - Chief, we are getting appeals where the judgment hasn't been entered.
 - Chuck has ran into these issues as well
- Action item: Tom will recommend someone from the Attorney General's Office that can provide the statistics for Gordon to make a recommendation on how to further proceed.
- Security – VPN- Gordon
 - County VPN Changes
 - Changes to firewall are forthcoming. CJIS is currently base lining to compare to access after the change
 - Lisa asked Gordon to check with Duane Schell on SSL VPN approach versus today's VPN solution.
- Administrative Rules – Review, Pam's handout
 - Sally Holewa had recommended changes to the administrative rules to make the application process description flow in order; Mike Wilma had suggested the limitation of acronyms. Chief would like some time to look at this document. The executive committee has seen the administrative rules but they have not commented on Sally's changes. The Chief would like the executive committee to take a look and comment. This will be placed on the executive committee agenda for August.
- CJIS Board Legislation and IJIS Study Discussion:
 - The discussion started on a question of who is supposed to move on this study. Is this something we have to digest and then start feeding it to legislatures? Tom and the Chief stated that would be the way to handle it.
 - Single committee discussion; A revised committee would become the governing body if we go with the recommendation, which is currently a representation of the existing executive committee. Thoughts were that we need a group to do this. The board is too small to represent all and the Executive Committee is too large. There should be support through State Radio and CJIS. We are a small enough state to work together on these things, as well as other stakeholders and their input. This is reality in how we move forward. In order to get something done this session, several people would have to gather and put together a plan. This is a momentous task for the time period we have left. Nancy presented a draft organization structure for review. What are the objectives for reorganizing? This would be the group with the resources. We've talked about reorganizing for many reasons. We are looking at some joint decision making with State Radio. This could increase the scope. Tom agreed that this is what we've talked about for some time now. The Chief is concerned with IJIS recommendation that every stakeholder have a seat. This would be a very large group. Today, there is overlap between Board and Executive Committee. We would have to decide what level this committee is going to be at and what the role of this board. Also, how much authority does she (CJIS Director) have to act/ pretty easy with a small board? It would be much more difficult with a board of 13 or so. If the governing board starts expanding, we should have only 1 representative from each department. It should be noted that the individuals on the boards need to

be looked at. When CJIS started, they used the court, the governor and ITD to promote CJIS. We've done our duty now and it is well established and we should be able to move away from that and into something else. We could do this with a committee. This board would also be operating SAVIN

- Legislative considerations; Lisa stated we could go through the IT committee for bill proposals. Chief thought we should do this. Legislation would set this board up, do away with Board and the Executive Committee and go with the newly created committee that includes a representative from State Radio.
 - Can this be done administratively?
 - IJIS can be done administratively which goes through OMB and the Governor's office. That could be done
 - One possible result is that State Radio as a division disappears and its function goes under this new CJIS governance. Government streamlines would approve this
 - State radio has 2 divisions. Our preference would be to take the non-homeland security parts.
 - We will propose this to the IT Committee. A bill draft with a solution for governance recommendation will need to be prepared. Tom will find someone to format an amendment.
- Pam reminded that the IJIS study is a draft. Pam will correct the known errors. To review this we will have another meeting and invite State Radio to the meeting shortly.

- Budget

- CJIS Budget, board has reviewed in a prior meeting
 - Need to submit today or tomorrow and it needs approval
 - Base budget \$1.1 million, top 3 projects can go in the base budget, the rest of the projects will be going into a project pool (optional package).
 - Current budget for the court uses \$210,000 not included in this. We need to inform the legislatures in the future that we are going to be asking for funding in the future.
 - Approval of CJIS Budget; **Chief motions to approve. Tom seconds. Motion approved.**
- SAVIN Budget
 - Estimated column is what Pam had presented the budget section in March what is estimated for SAVIN operations.
 - Approval of SAVIN Budget; **Chief moves to approve. Tom seconds. Motion approved.**
 - It was asked if the SAVIN project will be far enough along to have evidence that the project is a worth while effort for the legislative body. Pam answered; yes we would have DOCR online by January. Chuck said it would be nice to get them and a couple of county jails.
 - Pam asked board if a press release regarding this grant could be released
 - Pam will let Lisa know. Lisa suggested that Deborah could prepare some information.

- Meeting adjourned 4:21 pm.